



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY

**CLINICAL NURSE COORDINATOR (GENERAL) – PART-TIME
EAST HARTFORD OFFICE**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF
THIS PAGE!**

Open To: Public
Location: East Hartford Office
Job Posting No: 00019818
Hours: Monday 7:30a-4:30p; Thursday & Friday 7:30a-4p
RDO's: Saturday, Sunday, Tuesday and Wednesday
Salary: \$32.35/hr to \$43.80/hr*
*Incumbents new to state service begin at the minimum
Closing Date: July 21, 2014

Examples of Duties: Nursing responsibilities are consistent with Clinical Nurse Coordinator job specifications. Provide oversight and coordination of health care needs/services for individuals residing in DDS licensed and ICF (Intermediate Care Facility) certified programs or IHS (Individual Home Support) programs. Delegate medication administration and medical treatments to licensed nurses and non-licensed certified staff. Implement med sanction process. Train/retrain non-licensed staff. Develop and implement plans for continuing care; ensure nursing directives and physician's orders are carried out in a complete and timely manner. Maintain records and provide written reports. Provide nursing services that comply with ICF regulation, DDS policy and regulation and RN Quality Job Performance Standards. Provide nursing input and medical information to interdisciplinary team. Complete and update nursing summaries. Complete infection control and medication reviews. Attend CNC and IDT meetings. Collaborate with community agencies. On call on a rotating basis. Performs related duties as required. BLS and current driver's license. Must possess good writing and communication skills. Computer proficient. Prefer one (1) year of the General Experience to include working with individuals with developmental disabilities.

Minimum Qualifications Required

Knowledge, Skill And Ability: Knowledge of individual treatment planning including impact of medical insurance program requirements for reimbursement; knowledge of structure of services for clients and their families in institutional and community oriented settings as related to parenthetical title; knowledge of aftercare facilities; considerable interpersonal skills; oral and written communication skills. Knowledge of nursing principles and clinical therapeutic models of patient and/or client care with emphasis on interdisciplinary team approaches as related to individuals with developmental disabilities.

General Experience: Three (3) years of professional nursing experience.

Special Experience: One (1) year of the General Experience must have been at the level of Head Nurse working with individuals with developmental disabilities.

Department of Developmental Services (General): One (1) year of the General Experience must have been providing consultation and evaluating the assessment of nursing services provided to individuals intellectual disabilities.

Substitution Allowed: A Bachelor's degree in nursing may be substituted for one (1) year of the General Experience. A Master's degree in nursing may be substituted for one (1) additional year of the General Experience.

Special Requirement: Incumbents in this class must possess and retain a license as a registered nurse in Connecticut. Incumbents in this class may be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

Incomplete application materials will not be considered.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:
Department of Developmental Services — North Region
155 Founders Plaza, 255 Pitkin Street
East Hartford, CT 06108
Attn: Carol Pfeifer
Email: carol.pfeifer@ct.gov Phone: 860-263-2618 Fax: 860-622-4967
Preferred method of application is via fax to 860-622-4967

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

